

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, IS Security Project Management

QUALIFICATIONS

- Bachelor's Degree with specialization in Information Systems Security or a related field and three (3) years related experience **OR** Associate's Degree and five (5) years related experience **OR** High School Diploma, equivalence or Florida Special Diploma and ten (10) years related field experience.
- Combination of coursework in IT Project Management **AND** experience with Information Systems Security Incident Response in an enterprise-level data center environment.

KNOWLEDGE, SKILLS, ABILITIES

- Proficient with Microsoft Windows server operating system.
- Proficient with anti-virus and anti-malware programs.
- Proficient with Microsoft Project or equivalent project management applications.
- Proficient with Microsoft Visio or equivalent graphic visualization applications.
- Programming experience using compiled languages and/or Windows batch scripts.
- Experience with security audits and penetration testing.
- Experience with business continuity and disaster recovery exercises.
- Use of digital data collection software is a plus.
- Ability to provide application support in an enterprise-level environment.
- Ability to perform server, application, and client troubleshooting.
- Ability to provide high level of customer service.
- Ability to work in a flexible, problem-solving culture.
- Ability to support current technologies.
- Ability to anticipate and prepare for supporting emerging technologies.
- Ability to follow best cybersecurity practices both personally and professionally.

SUPERVISION

REPORTS TO Administrator, Information Security Officer and Director, School Safety and Security
SUPERVISES Assigned Personnel

POSITION GOAL

To manage Information Technology (IT) data security and physical security projects through project management best practices and maintain a healthy culture of security awareness throughout the organization.

PERFORMANCE RESPONSIBILITIES

1. *Serve as primary liaison between School Safety/Security and Information Services departments.
2. *Manage all IT-related aspects of physical security projects (e.g. scope, procurement, and implementation of server/network hardware and software).
3. *Manage cybersecurity projects (e.g. scope, procurement, and implementation of hardware and software).
4. *Ensure that all district servers and applications are properly secured from internal and external threats.
5. *Examine security logs on a routine basis for any anomalies.
6. *Ensure that the findings from security audits are properly implemented.
7. *Assist with security patching of servers/clients throughout the district.
8. *Assist in internal and external penetration testing of district applications.
9. *Use digital collection software to perform forensic investigations as directed by the Human Resources Department.
10. *Coordinate with third party vendors in problem resolution, research, maintenance, and testing of security products.
11. Perform other duties as assigned by the Administrator, Information Security Officer and Director, School Safety and Security.

*Denotes essential job function/ADA

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EQUIPMENT / MATERIALS

Forensic Equipment, Standard Office Equipment, PC

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$65,527 - \$100,516

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	14
EEO-5 Line	44
Function	7700
Job Code	1675B
Survey Code	77213

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 28, 2020

ADA Information Provided by Tom Condo
Position Description Prepared by Tom Condo